

Emergency Support Function #1 - Transportation

Primary Department(s)

Public Works Department (Lead)
 Transportation
 Engineering
General Services Department
 Fleet Management

Secondary/Support Departments

Police Department
Sheriff's Department
Public Schools
Fire-EMS Department
RADAR/Mass Transit
Valley Metro (The Greater Roanoke Transit Company)
Virginia Department of Transportation
Parks and Recreation Department
Emergency Management

I. Introduction

A. Purpose

Emergency Support Function (ESF) #1 – Transportation assists City, State, and Federal government entities as well as volunteer organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

B. Scope

Assistance provided by ESF #1 includes, but is not limited to:

1. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
2. Facilitating damage assessments to establish priorities and determine needs of available transportation resources;
3. Prioritization and/or allocation of all government transportation resources;
4. Processing all transportation requests from City departments and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
5. Facilitate movement of the public in coordination with other transportation agencies.

C. Policies

1. City transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident;

2. City transportation planning will recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;
3. To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by the City prior to an incident. Each ESF is responsible for compiling, submitting, and updating information and requests for inclusion in the ESF #1 prioritized requests.

II. Concept of Operations

A. General

1. The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources;
2. A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of useable surface transportation infrastructure and resources;
3. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies;
4. Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period;
5. Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period;
6. All government transportation resources not being used for the emergency/disaster will be available for use; and
7. All requests for transportation support will be submitted to the Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

B. Organization

1. The City of Roanoke, in conjunction with the Virginia Department of Transportation, is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster;
2. The Virginia Department of Transportation may provide a liaison and provide information on road closures, alternate routes, infrastructure damage, debris removal, as well as rail and bus transit and restoration activities;
3. The Department of Public Works, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit

and other components of the transportation infrastructure and where appropriate:

- a. Close infrastructure determined to be unsafe;
- b. Post signing and barricades; and
- c. Maintain and restore critical transportation routes, facilities, and services.

C. Actions

1. ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
2. The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
3. Alert local primary representatives of possible incident, and begin preparations for mobilization of resources;
4. If necessary, contact State or Federal agencies and alert support departments. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
5. Keep record of all expenses, and continue through the duration of the emergency;
6. Prepare appropriate facilities for possible use;
7. Identify a Transportation Officer (Fleet Management) to coordinate transportation issues, as needed;
8. Coordinate situation reports that will inform the State EOC of actions and intentions;
9. ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures; and
10. Continue to provide support where needed.

D. Responsibilities

1. Primary Department (Public Works)
 - a. Staff EOC as required to coordinate activities;
 - b. Partners with State and Federal departments as well as local industry to assess damage and impact on transportation and infrastructure;
 - c. Coordinates and implements response and recovery functions as Primary department;
 - d. Assists with determining the most viable transportation networks to, from and within the emergency or disaster area and regulates the use of these transportation networks;
 - e. Ensures safe and open transportation routes;

- f. Identify acceptable primary and secondary evacuation routes;
- g. Maintenance and continued operation of infrastructure in City right-of-way including traffic engineering and street maintenance;
- h. Assist with providing minimum essential sanitation services;
- i. Relocation of essential equipment and supplies; and
- j. Provide for a flood plain management program. Monitor/ provide information relative to the IFLOWS program to departments and businesses

2. Transportation Officer/Unit (Fleet Management)

- a. Identify available transportation resources and maintain a transportation resource contact list;
- b. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations;
- c. Coordinate with public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations;
- d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
- e. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support;
- f. Coordinate public transportation support for mass evacuations;
- g. Coordinate with the ESF #13 on evacuation routes;
- k. Coordinate with the ESF #5 on location of transportation pickup points and staging areas;
- l. Coordinate with local public transportation authorities' pickup points and times for citizens requiring public transportation; and
- m. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.

3. Support Departments:

- a. General
 - 1. Support Primary Agency in mission of ESF #1;
 - 2. Maintain resource roster, inventory, and standard operating procedures;
- b. ESF #13 (Public Safety & Security)

1. Security, traffic control, and law enforcement at evacuation processing centers, shelters, evacuated areas and vital facilities and supplies;
2. Evacuation and access control of threatened areas or damaged areas;
3. Assist in determining evacuation routes and provide traffic control for large-scale evacuations; and
4. Provide security at pickup points and staging areas as required.

c. Public Schools

1. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list; and
2. Provide and maintain equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.

d. Fire-EMS Department

1. Coordinate transportation of disaster victims to area medical facilities by city and private medical transport units;
2. Identify/assist with the evacuation of special needs individuals; and
3. Assist public works efforts in mitigation, preparedness, response, and recovery.

e. Mass Transit (RADAR, Valley Metro, etc)

1. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list;
2. Provide and maintain equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.

f. Parks and Recreation

1. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list;
2. Provide transportation and drivers for evacuation of the general public; and
3. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.

g. Emergency Management

1. Assist in identifying volunteer transportation resources.
2. If transportation needs exceed City capabilities, Emergency Management shall request transportation assistance from the Virginia Emergency Operations Center; and
3. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.

h. All City Departments having transportation assets

1. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
2. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.

i. All Departments and Agencies

3. Forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Appendices 1 and 2 will be used.
4. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.